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ABSTRACT

This report of policy samples and resources is the 15th in a continuing series of Kit-booklets issued to help school boards develop written policies in key subject areas. The intent in providing policy samples is to encourage thinking in policy terms; and to provide working papers to be edited, modified, or adapted to meet local requirements. Policy samples herein include such aspects of field trips and excursions as the roles of the principal, the teacher, and the parents; and some transportation and safety considerations. (Author/JF)

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SCHOOL BOARD POLICIES on FIELD TRIPS & EXCURSIONS

#72-24

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EA 004 351

NSBA

. . . a school board policy development kit
prepared by the Educational Policies Service
of the NATIONAL SCHOOL BOARDS ASSOCIATION

SCHOOL BOARD POLICIES ON FIELD TRIPS & EXCURSIONS

EPS cat. no. 72-24 April, 1972

This is the 15th in a continuing series of kit-booklets issued to help school boards develop written policies in key subject areas. All policy samples and other policy resources reproduced herein have been selected from the files of the Policy Information Clearinghouse of the National School Boards Association's Educational Policies Service (EPS/NSBA) and coded to the EPS/NSBA policy codification system.

The intent in providing policy samples is to encourage thinking in policy terms; to provide "something to start with"--working papers to be edited, modified, or adapted to meet local requirements. Administrators of EPS/NSBA member organizations should file this booklet for continuing reference in their master copy of the Educational Policies Reference Manual.

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Write to the EPS/NSBA Clearinghouse (address below) for information about previously-published kits in this series.

EPS/NSBA POLICY INFORMATION CLEARINGHOUSE
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Policies on Field Trips and Excursions:
They can widen the horizons of learning

There's the story told in Maine about the farmer who won a week-long expense-paid trip to New York. When he returned home, he was asked by a friend what he thought of the big city.

"I dunno," said the traveler. "There was so much going on at the depot I never did get to see the village."

It's like that with many students: they don't get to see the village --or anything else beyond the environs of the classroom for that matter.

This is regretable, because learning can take place anywhere. Indeed, learning experiences can be more effective, more compelling, more lasting when they occur away from the school scene.

"Our traditional neglect of the vast quantity and variety of learning resources that exist outside the walls of the school is perhaps our most unforgiveable sin in education," comment Wayne Dumas and Weldon Beckner in their book, Introduction to Secondary Education (International Textbook Company, 1968). "Teachers are becoming increasingly aware of the potential which every community has for improving the quality and depth of educational experiences. Too long we have offered students secondhand knowledge when firsthand knowledge was available for the asking or from a short walk or bus trip. Whatever can be experience firsthand is much more meaningful and personal than things that are only 'talked or read about.'"

In Shakespeare's words, there are books in running brooks, tongues in trees, sermons in stones. A field trip to a park can teach much. So can a trip to a vacant lot. "A vacant lot is not empty at all, but full of things which tell a story about our ever-changing earth," a resourceful teacher once noted. Even if a vacant lot were a community's only resource for "outside" learning, a class could look for signs of erosions, find and identify a variety of wild plants

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and grasses, note the size and kinds of rocks, examine old logs being decomposed by fungi or insections, note the casts of worms.

Fortunately, in every community, there are much more than vacant lots to explore. There are farms, airports, radio and TV studios, zoos, museums, court houses, fire stations, police stations, historical shrines, hatcheries, apiaries, weather bureaus, packing plants, computer centers, city halls, state capitols, newspaper plants, post offices. The list of possible community resources is limited only by one's imagination--and the goodwill of particular field trip "hosts," most of whom are glad to cooperate with the schools.

Field trips--properly carried out, properly supervised, and properly integrated into the educational program--are not larks or days off from schools. They are, indeed, extensions of the curriculum and of the school plant.

The board's job
and the administrator's

The curriculum has been defined by the cynic as "what happens when the teacher closes the door." A school board policy on field trips can fling open that door to a world of learning that can't be contained by classroom walls.

A board's policy position on this matter can be a forceful motivator for expanding learning opportunities. However, seeing that field trips and excursions are properly carried out, supervised, and tied to the ongoing purposes of instruction is the administration's job, not the school board's. The board's function is to provide the framework of policy and to leave the details of administration to the superintendent and principals. Consequently, the board's policy statement will probably be brief, and the companion administrative rules or procedures will probably be lengthy and detailed--like those in this kit.

Yet, while brief, the board's policy statement is nevertheless a necessary and important document. It establishes the legitimacy of field trips and excursions as a mode of instruction. It may set forth limitations (distance, financial, frequency, etc.) the board feels should be placed on the use of this method. And it establishes the broad requirements of safe conduct and procedure.

The companion administrative rules, on the other hand, will "fill in the blanks" and provide the answers to concerns such as these:

--How will the school district's financial and personal liability

responsibilities be met?
--Who will be the approving authority for field trips?
--How will transportation be arranged?
--What will be the procedure for paying field trip costs?
--What will be the duties and responsibilities of teachers, students, principals, volunteer chaperones?
--If overnight trips are permitted, how will accommodations be arranged?
--What safety precautions will be made?
--What arrangements will be made for students not participating in a trip or excursion?
--What will be the criteria used for the approval or disapproval of trips?
--And what will be the guarantees required of teachers that the trips do indeed serve educational purposes?

With an adequate policy and companion rules, the board--and the public--can feel confident that they have created the conditions and motivations for students to reap the benefits of learning outside the classroom.

--William E. Dickinson, Director, EPS/NSBA and
Barbara Farnan, Research Associate, EPS/NSBA

EPS/NSBA File: IFCB

FIELD TRIPS AND EXCURSIONS

Field trips or excursions have for long been a part of the educational program of the Greenwich Public Schools. The Board approves the continuation of such trips under regulations established by the Superintendent and reported to the Board.

Extended field trips must be approved by the Board in advance.

SOURCE: Greenwich Public Schools, Greenwich, Conn.
DATE: 2/26/70

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EPS/NSBA File: IFCB

FIELD TRIPS AND EXCURSIONS

Student trips of exceptional value are to be encouraged. These trips must be of an educational nature, pertain to a specific element of the curriculum, and be integrated into the curriculum.

All requests for student trips should be submitted to the principal for approval prior to making arrangements. Building principals must insure that all requests for trips have proper chaperoning and will not force extreme problems in the total educational program of their building.

Whenever possible and practical, the Board will provide transportation for these trips.

It shall be the policy of the Board to keep approval for trips within the limitations imposed by the budget.

SOURCE: Webberville Community Schools, Webberville, Mich.

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FIELD TRIPS AND EXCURSIONS

The School Committee considers class field trips, planned for specific educational purposes, an integral part of the school program, and thus will provide a particular amount for such trips in the annual school budget.

Administrative regulations shall be set up to assure:

1. The educational value of a trip.

2. The safety of students, and their adequate supervision.

3. That all participants have parental permission.

4. That all trips, and arrangements for them, have advance approval of the school principal.

Nonschool Sponsored Educational Tours.

Inasmuch as faculty members, as individuals, frequently conduct, during vacation periods, extended educational tours involving the participation of Wayland students, the School Committee wishes to state its attitude toward, and position on, such excursions.

First, it is not a reasonable function of the School Committee to regulate the activities of faculty and students during nonschool time. The School Committee will therefore neither sanction nor prohibit such activities or assume any responsibility for them. However, school facilities and school time shall not be used by faculty members to promote or solicit for such activities.

SOURCE: Wayland Public Schools, Wayland, Mass.
DATE: 11/30/70

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FIELD TRIPS AND EXCURSIONS

The educational nature of field trips and outdoor activities is recognized by the Board. Teachers are encouraged to make use of such activities with the authorization of the administrative staff, who will assist in the selection, preparation, and evaluation of such activities.

SOURCE: Pittsburg Unified School District, Pittsburg, Calif.
DATE: 11/70

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EPS/NSBA File: IFCB-R

FIELD TRIPS AND EXCURSIONS

The Field Trip Handbook for Elementary Schools and the approved Secondary Field Trip List suggests industrial, recreational, and cultural institutions or centers which can be considered as places to be visited on field trips. The responsibility for the determination of the feasibility and desirability of any trip, whether or not it is included in the handbook or approved list, rests with the building principal. It shall be his responsibility to determine in advance of the proposed field trip whether it relates to the school program and whether adequate safety measures are planned for the conduct of the trip.

The following procedures shall be used in planning and conducting field trips:

1. Teachers shall submit field trip application forms to their building principals.

2. The principal may approve any trip included in the Elementary Field Trip Guide or an approved list. Trips not previously approved may be approved by the Superintendent. Unusual requests may be referred by the Superintendent to the Board.

3. The principal will approve or deny the field trip application and return the submitted form to the teacher.

4. All field trips requiring the Board's approval must be submitted in writing 30 days before the date of proposed date.

5. Before departure, the principal shall determine that written permission slips have been received from the parent of each child who is scheduled to make the trip. Also before departure, the teacher shall have filed with the principal a written list of the pupils who are actually making the field trip. This list shall be kept on file in the school office.

6. Students in attendance who have not received parental authorization will remain in school in a class assigned by the principal.

7. Student safety shall be the primary consideration during the field trip. First aid kits must be taken on all field trips.

8. Educational field trips during the school day shall be free of any cost to students.

9. Arranging for transportation shall be the responsibility of the teacher and of the principal. Transportation cost will be paid by the district if a previous amount has been approved in the current school budget.

10. Each teacher shall complete a field trip report form and file it with the building principal the following day.

SOURCE: Pittsburg Unified School District, Pittsburg, Calif.
DATE: 11/70

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EPS/NSBA File: IFCB

FIELD TRIPS AND EXCURSIONS

Instructional field trips are those which are directly related to ongoing classroom instruction. They provide a means for staff and students to relate the instructional program to the community outside the schools.

Student trips shall be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional program. Trips should be considered as a method of instruction and planned as such with definite objectives determined in advance.

Transportation for field trips shall be restricted to school vehicles, those belonging to the commerical carrier contracted by the district, or a private vehicle for which an approved certificate of insurance is on file.

On all school sponsored trips involving pupils, provision will be made for proper supervison. Noncertificated staff and parents may assist in such supervision.

Board approval shall be required for all trips longer than 200 miles, or extending over two nights or more, or requiring a nonbudgeted expenditure of over $5.00 per pupil.

SOURCE: Roseville Area Public Schools, St. Paul, Minn.
DATE: 8/12/71

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EPS/NSBA File: IFCB-R

FIELD TRIPS AND EXCURSIONS

Appropriate instructional activities shall precede and follow each field trip.

All field trips shall begin and end at school. Field trips requiring bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

Written permission of parent or guardian is required for the participation of students in all field trips which extend beyond the boundaries of the district or require transportation.

When a field trip is made to a place of business or industry, the teacher must be assured prior to beginning such a tour that an employee of the host company will serve as conductor.

Adult personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. For trips which extend for one day only and do not require that the students stay overnight, a minimum of one adult per conveyance shall be provided. Two adults shall be required for groups of over 30 and three adults shall be required for groups of over 60. For trips which require that students stay overnight, students shall be supervised by one adult per each 15 students with one certificated staff member per 30 students.

The bus driver(s) shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist.

Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip.

Procedures for requesting field trips.

1. The teacher shall make his/her request to the principal at least 10 days before the date desired. The purpose of the trip and its relationship to the instructional program must be stated.

2. The principal shall approve or disapprove the request based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. At the principals' discretion, a decision may be made to request supplementary funds from parents of participating students to pay for bus rentals and miscellaneous expenses.

3. If the field trip is approved by the principal, the teacher shall send permission requests to parents at least five days before the date of the trip, indicating date, time, and purpose of the trip.

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4. The principal shall arrange for necessary bus transportation or if private vehicles are to be used, shall ascertain that an approved certificate of insurance is on file in the Budget Administrator's office for each.

SOURCE: Roseville Area Public Schools, St. Paul, Minn.
DATE: 8/12/71

EPS/NSBA File: IFCB

FIELD TRIPS AND EXCURSIONS

A field trip is a school-sponsored and school-chaperoned activity consisting of one or more students that investigates or participates in real and life-like experiences away from the classroom.

Field trips on school time shall be limited to those specifically related to classroom instruction, regularly scheduled extra-curricular and co-curricular activities. All field trips will be scheduled based upon the educational value to the participants. Principals arranging trips for students as a reward for participation in contests, for general cultural betterment, and the like shall do so in a manner which prevents interference with class activites or professional meetings.

All trips away from the school during the school day must be under supervision of a teacher, or responsible adult(s) designated by the teacher, at all times. This includes groups leaving school for tours, athletic games, and so forth.

SOURCE: Montgomery County Public Schools, Rockville, Md.
DATE: 10/16/67

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FIELD TRIPS AND EXCURSIONS

In arranging field trips the following procedures will be followed:

General.

1. Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed. They should not be placed at a disadvantage because of participation in a trip planned by the school.

2. Movies, exhibits, and so forth normally available during other times are not reasonable causes for field trips on school days.

3. If school buses are to be used, the proper procedures should be followed and the deadlines observed in requesting school buses.

4. The three (3) white, pink, and yellow copies of the Trip Ticket (MCPS Form 215-1) must accompany the group during the trip. The necessary data (miles and hours) must be entered on the Trip Ticket by the driver upon completion of the trip, and the person in charge and the driver must sign the Trip Ticket in each other's presence. The driver shall distribute copies after each trip has been completed, as follows: (a) the driver shall retain the white and yellow copies; (b) the teacher shall retain the pink copy for filing in the school office.

5. Payment for trips shall not be made until after receipt of an invoice from the Accounting Division. All checks shall be made payable to the Montgomery County Public Schools and shall be sent to the Accounting Division. All charges shall be made at the prevailing rate.

6. Pupils are required to pay for all field trips that are not financed from the nonreimbursable field trip account as outlined in the operating budget. Schools will collect the charges from the pupils and send one check to the Division of Accounting.

7. All drivers are instructed not to make any field trips without the Trip Ticket. This form is the bus driver's written authorization to be on the road.

8. Schools shall not exceed load limits as stated on Trip Ticket.

9. Eating and drinking while the bus is in motion is prohibited. When it is necessary to take lunch on a trip, arrangements shall be made to leave the bus to eat unless weather conditions dictate that pupils must eat on the bus. This decision will be made by the teacher in charge of the field trip. In this situation, the bus must be stopped during the time the pupils are eating. The teacher in charge will be responsible for seeing that the bus is cleaned after the students finish eating and before the trip is resumed.

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10. For safety reasons, glass containers shall not be taken on the bus.

11. A truck from the Supply Division should be requested when there is need to move cumbersome equipment. Aisles on the buses and access to the emergency door shall be kept clear at all times.

12. Adequate travel time must be allowed for the field trip. The driver must return in time to make his regularly scheduled runs.

13. If a field trip is in reality a tour, all sights visited should be listed on the Trip Ticket.

14. The route of travel should be left to the discretion of the driver. If principals or teachers have a preferred route, the preference should be mutually agreed upon at the beginning of the trip. It is recommended that the route be outlined on the Trip Ticket before it is forwarded to the director of transportation for approval.

15. Pupils on field trips shall obey all rules listed for pupils on regular runs.

16. Children of pre-school age may not accompany parents when the parents serve as chaperones on a field trip.

Responsibilities of the Teacher.

1. The teacher is responsible for determining which field trips are beneficial and have educational value for their pupils.

2. The teacher is responsible for submitting a general plan to the principal for review and approval.

3. Upon approval of the trip, the teacher is responsible for notifying parents in writing of the plans and obtaining signed parent permission slips. Notification to parents should include the following information: Purpose and destination of trip; transportation arrangements; and date and time of departure and estimated time of return.

4. The teacher is responsible for providing parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary when a field trip will extend beyond the school day.

5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.

6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.

7. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip.

8. The teacher is responsible for having an accurate written list of names of all persons to be transported.

9. The teacher is responsible for deportment and discipline of the pupils for the duration of the trip.

10. The teacher is responsible for notifying the school principal before returning if a pupil is missing.

11. The teacher is responsible for complying with the time schedule as stated on Trip Ticket.

Responsibilities of the Principal.

1. The principal is responsible for reviewing and approving plans with the faculty members involved to determine the educational value of the trip to the participants as well as ascertaining that all possible precautions to provide for the health and welfare of all the individuals concerned have been met.

2. The principal is responsible for informing the area director and the superintendent's office of all trips which will require the students to be away from home overnight by forwarding copies of all pertinent data.

3. The principal is responsible for making arrangements with a reputable commercial carrier when Montgomery County Public School vehicles are not available. Where school buses are used for field trips, permission from the home should be required, together with a statement to the parents that the school system cannot assume responsibility for accidents. Requests for buses must reach the office of the director of the Division of Transportation at least one week in advance of the trip. Any question the principal may need clarified regarding the insurance status of the carrier should be referred to the Division of Insurance and Federal Aid.

4. In the event of an accident which results in serious injury, the principal will notify the area director and submit a copy of the Student Accident Report Form (MCPS Form 525-2) to the Division of Insurance and Federal Aid. He should notify the parents of the individual(s) concerned in regard to the nature of the accident or injury when specific information is available.

Injury to Chaperones other than Employees. Chaperones who are not employees of the Montgomery County Public Schools are not covered by Montgomery County Public Schools insurance unless the injury occurs on a Montgomery County Public Schools vehicle and the Montgomery County Public Schools operator is negligent. This information should be made known to all teachers and chaperones.

Pupil Insurance. The only pupils who are insured are those whose parents obtained a Student Accident Insurance Policy--made available by the Division of Insurance and Federal Aid. This is only a limited accident policy. It does not cover illness on a field trip; pupils while not traveling or actually participating in the tour; or unsupervised pupils. Pupils on trips in the United States, Canada, Mexico are covered by the Student Accident Insurance

Policy. If additional insurance coverage is desired, the Division of Insurance and Federal Aid can provide information regarding companies who provide trip insurance.

Use of Privately-owned Vehicles. Use of privately-owned vehicles is prohibited unless specifically authorized by the principal. When privately-owned vehicles are used, the principal will inform the owners that in case of an accident their own insurance company is primarily liable and the Montgomery County Public Schools Insurance may be liable for damages in excess of the individual's insurance.

Pupil Drivers. Pupils should never be used as drivers on field trips.

SOURCE: Montgomery County Public Schools, Rockville, Md.
DATE: 10/16/67; revised 8/13/68

EPS/NSBA File: IDCD

TRAVEL STUDY PROGRAM
(Travel Study, Class, and Student Organization Trips)

All travel study programs, class, and student organization trips planned cooperatively by students and faculty in the Montgomery County Public Schools shall be viewed as school-sponsored activities. Student participation in these activities shall be voluntary, and students who do not participate shall not be adversely affected in terms of their course requirements, grades, or eligibility to participate in other activities of the class or group. Proposals to undertake such activities shall be reviewed and approved by duly authorized school officials.

Travel agencies or other organizations shall not be permitted to come into the school for the purpose of advertising, promoting, or enrolling students for privately sponsored travel study programs and trips, and school district personnel, by virtue of their affiliation with the Montgomery County Public Schools shall not advertise or enroll students for nonschool-sponsored travel study programs or trips. And in accordance with district policy, neither shall school district personnel receive compensation from travel agencies or similar organizations involved in school-sponsored tours.

The Superintendent shall develop procedures to implement this policy.

SOURCE: Montgomery County Public Schools, Rockville, Md.
DATE: 3/9/71

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TRAVEL STUDY PROGRAM
(Travel Study, Class, and Student Organization Trips)

Definitions.

Travel Study Program. An activity which combines instruction and travel for an extended period of time on this continent and abroad. Some programs include a specific course of study to be completed, while others place emphasis upon exposure to foreign cultures. Participating pupils may be from different grade levels or classes.

Class Trip. An activity of at least overnight duration which has educational objectives and recreational aspects. Participation is usually limited to pupils in a particular class or grade level.

Student Organization Trip. An activity of at least overnight duration which provides learning opportunities related to the program and objectives of the organization. Participation is usually limited to members of the organization or club.

Procedures.

1. Sequential Steps in Developing and Obtaining Approval for a Travel Study Program or Class/Student Organization Trip. (1) Preliminary general plans for the program or trip are cooperatively developed by pupils and staff and reviewed with the principal. (2) If the principal approves the preliminary plans, pupils and staff, with the cooperation of the parents, jointly develop and prepare a detailed written proposal according to the guidelines below. (3) The fully developed proposal, with supporting data, is submitted to the principal for approval. (4) Upon approval by the principal, the program or trip proposal, all supporting data, and the recommendations of the principal are forwarded to the responsible area assistant superintendent for review, evaluation, and final approval or rejection. (5) If the program proposal is approved by the area assistant superintendent, the following steps shall be carried out by the responsible school personnel:

   a. Written parental consent is obtained for pupil participation.
   b. If appropriate, contracts with carriers or travel agency are signed.
   c. Parents are provided with specific written information re: objectives of the program, costs, daily itinerary, chaperones, and accommodations.
   d. Conferences and/or orientation sessions involving pupils and their parents are scheduled to assure that all plans and arrangements are clearly understood.

Guidelines for Developing a Proposal. In the development of a program proposal, the staff is responsible for assuring that (1)the objectives of the program or activity are compatible with the general objectives of the instructional program; (2) the total ongoing school program will not be adversely affected by participation of staff and pupils in the activity; (3) participation in the program or

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activity will not be detrimental to the total program of individual pupils; (4) appropriate educational experiences will be provided for those eligible pupils who do not participate in the activity; (5) in so far as possible the opportunity for pupils to participate is nondiscriminatory for economic reasons; (6) the proposed program is feasible within the time allotted; and (7) the goals of the proposed programs are related to the pupils' program of studies.

A proposal, jointly developed by pupils and staff, should include:

- a statement of the objectives of the activity and an outline of anticipated educational experiences or of the course of study to be followed
- an itemized statement of basic costs, usually including transportation, meals, and accommodations, with evidence that the fees charged are competitive for the services provided
- a statement of expenses (if any) not included in the basic costs, such as required inoculations, passport and visa expenses, charges for baggage in excess of specified allowance, laundry and other items of a personal nature, and optional trip insurance
- procedures for maintaining financial records for purposes of auditing
- description of transportation arrangements with assurance that (1) when public transportation is required, only a government approved carrier with a certificate of insurance will be employed, and/or (2) when private transportation is required, cars will be driven by insured adults
- identification of accomodations to be used with assurance that they are nondiscriminatory and have adequate health and safety standards
- the detailed itinerary--departure, travel schedule, and return
- the names of professionally and personally qualified individuals who will serve as chaperones with justification for the number of chaperones recommended
- identification of a travel agency, if appropriate, and evidence that the agency (1) has experience in handling school groups; (2) can provide proof of satisfactory service; (3) can provide customer references (individuals who have used the service for similar group programs); (4) has quoted a fee which is competitive for services provided; (5) has well identified procedures for handling personal emergencies of the participants; and (6) has the approval of the Better Business Bureau and the American Society of Travel Agents
- orientation plans for parents and pupils including plans for providing parents and pupils with written information concerning the program, such as (1) the aims and objectives of the program of travel; (2) the standards of conduct established for the program; (3) the responsibilities pupils assume by participating in the program; (4) the basic cost for travel, meals, accommodations, and other expenses not included in the basic fee; (5) travel arrangements, overnight accommodations, and the daily itinerary; (6) arrangements for coping with illness, accidents, or other emergencies; (7) need for special equipment and clothing; and (8) arrangements and responsibility for additional costs in the event the pupil should need to return home prior to the established date of return.

Responsibility for Reviewing and Approving a Proposed Program. The principal is responsible for reviewing and approving or disapproving all proposed

school-sponsored travel study programs and overnight trips proposed for a class or student organization. In considering a proposal, all factors relating to the program, as outlined above will be assessed and verified. The principal is responsible for assuring that every effort has been made to provide a stimulating learning experience and that all reasonable provisions are made for the safety of the pupils. An approved proposal is forwarded with supporting information to the appropriate area assistant superintendent for review and final approval or disapproval. When appropriate, the necessary request for leave form(s) for Montgomery County Public School personnel who are recommended as chaperones are submitted to the area assistant superintendent with the proposal. The area assistant superintendent is responsible for reviewing the proposal and all supporting information to verify that all appropriate items above are included and are acceptable, for notifying the principal of his approval or disapproval of a proposed program, for maintaining a file of approved proposals, and for approving professional leave for participating staff members when appropriate.

Implementation of Approved Proposal. The principal is responsible for obtaining and retaining on file written parental permission for pupils to participate in a program or activity, for signing any contractual agreement with a public carrier or travel agency, and for assuring that all plans and arrangements are understood by the participants and their parents.

Evaluation of the Program. At the conclusion of a travel study program or class or student organization trip, the educational outcomes of the program will be evaluated by the participants. Within two weeks after the completion of the trip, a report of the outcomes and recommendations for future activities will be submitted by the faculty and participants to the principal and the appropriate area assistant superintendent.

SOURCE: Montgomery County Public Schools, Rockville, Md.
DATE: 6/1/71

EPS/NSBA File: IFCB-R

FIELD TRIPS AND EXCURSIONS

Planning.

A field trip is a trip off school grounds taken in connection with the work of an organized class or activity. All field trips are to be planned with and approved by the principal. Preteaching, planning, and evaluation should always be a part of any given field trip. Signed parental permission slips should always be in the hands of the faculty sponsor before permitting stu-ents to particpate in a field trip.

Transportation, Insurance, and School Sponsors.

1. Fort Wayne Community School buses or public common carriers are the recommended mode of transportation for field trips.

2. Adequate liability insurance should be carried by the owner of the vehicle if private cars are used for transportation on a field trip.

3. All pupils and adults participating in school-sponsored field trips must be covered by (1) the student protection plan arranged through the school corporation, or (2) the system-wide school trip insurance policy carried by the Fort Wayne Community Schools.

   a. At the beginning of each school year each building principal shall remit a check to the pupil personnel department for the school's share of the annual trip insurance premium for pupils not otherwise covered by accident insurance. This fee will be established on an annual basis.
   b. A regular accident report shall be filed by the building principal in the event of a field trip accident. The insurance carrier shall be notified of any accident on the form which they provide.

4. Junior and senior high schools should determine adequate number of sponsors. In elementary schools one sponsor to each ten students is recommended.

Time Involved on Field Trips.

1. Field trips on school time should be limited to half days or less.

2. Activities of nonschool groups are not to be considered school field trips and are, therefore, not permitted on school time.

3. Any field trip not meeting the rules and regulations hereby set forth must have the direct and previous approval of the Superintendent.

SOURCE: Fort Wayne Community Schools, Fort Wayne, Ind.
DATE: 10/13/69

LEGAL REF.: Burns Ann. St. 28-3930 Permitted uses of school buses

4-3

ADMINISTRATIVE RULES SAMPLES (yellow sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: IFCB-E

FIELD TRIPS AND EXCURSIONS
(Teacher Request Form)

Destination: _____

Date of Trip: _____

Time Leaving _____ Expected Time for Return _____

Number of Students: _____ Subject and Level: _____

Teachers Involved: _____

Signed: _____
(Teacher Requesting Trip)

Date: _____

Signature of Department Head; _____

Points to Consider:

1. Teacher should check date against school calendar for possible conflict with other activities.
2. Teacher should contact bus company one week prior to trip to reserve bus and determine cost.
3. Signed permission slips must be received from parents or guardians prior to the trip.
4. Students going on a trip are responsible for transportation and fees.
5. Students are responsible for making up all work missed in other classes.
6. Students are responsible for informing teachers of classes that will be missed as soon as the trip is confirmed.
7. A list of all students going on the trip should be sent to the office one day prior to the trip. Secretaries need this list for the Daily Bulletin on the day of the trip.
8. Teachers should check the names of students on the trip against the list of students submitted for the bulletin.
9. Permission slips are to be retained until the end of the school year. Provision for this can be made in the central office.
10. This form, when completed, should be turned in to Mr. Graves. This should be at least two weeks before the date of the trip.

SOURCE: Wellesley Public Schools, Wellesley Hills, Mass.
DATE: 1970

5-3

INFORMATION STATEMENTS (green sheets) are distributed for information only. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: IFCB-E

FIELD TRIPS AND EXCURSIONS
(Teacher Request Form)

Teacher Sponsor _____ Class _____

Date of Trip _____ Number of Students Taking Trip _____

Time of Trip: Leave School _____

Return to School _____

Destination _____

Trip Itinerary _____

Transportation Desired: Bus _____ Private Car _____

Other _____

Names of parents or other adults going on trip _____

_____

Student Chairman of Arrangements _____

Substitute Needed _____

Note: Request to be submitted with all entries completed at least one week prior to trip and preferably a minimum of two weeks.

Approval will be given only for trips where careful and early student-teacher planning insures that worth while educational outcomes will result.

OFFICE ACTION

Approval _____

Trip Permits to be Issued _____

Mileage Report Returned _____

Substitute _____

Transportation _____

SOURCE: Regional High School District 5, Woodbridge, Conn.

6-3

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EPS/NSBA File: IFCB-E

FIELD TRIPS AND EXCURSIONS
(Transportation Request Form)

REQUEST FOR FIELD TRIPS WITH SCHOOL BUS

Date _____

To:

From: (Teacher) _____
(Grade) _____
(School) _____

Destination: _____

Purpose: _____

_____

Desired date: List 3 in order of preference. Please show day of week also.

1. _____
2. _____
3. _____

Time of trip: (All buses must return to school by 2:45 p.m.)

from _____ to _____

Number of pupils _____

Number of adults _____

Approved _____ Approved _____
Administrative Assistant

Please submit in duplicate two weeks prior to first preference.

SOURCE: School District 4, Addison, Ill.
DATE: 2/64

2-3

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EPS/NSBA File: IFCB-E

FIELD TRIPS AND EXCURSIONS
(Student-Parent Form)

FIELD TRIP _____

DATE _____

PUPIL AGREEMENT

While participating in this field trip experience, I will accept the responsibility for maintaining good conduct, appearance, and I will follow directions at all times.

_____ _____
Date Student's Signature

PARENT PERMISSION

I give my permission for my child to participate in this field trip. I understand that the school will provide supervision for the trip. No special insurance is provided by the School Board; however, the school-time accident insurance taken by many pupils and the standard liability insurance on school buses will apply to this activity.

_____ _____
Date Parent's Signature

SOURCE: Fairfax County Public Schools, Fairfax, Va.
DATE: 1/29/71

8-3

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